

# TITLE COMPANIES

COMPANY NAME: \_\_\_\_\_ NAIC Company Code: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 REQUIRED FILINGS IN THE STATE OF: New Hampshire Filings Made During the Year 2004

(1) Check- List	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
		<b>I. NAIC FINANCIAL STATEMENTS</b>						
	1	Annual Statement (8 1/2" x 14")	2	1	1	3/1	NAIC	
	1.1	Printed Schedule A detail	2	1	xxx	3/1	NAIC	
	1.2	Printed Schedule B detail	2	1	xxx	3/1	NAIC	
	1.3	Printed Schedule BA detail	2	1	xxx	3/1	NAIC	
	1.4	Printed Schedule D – Parts 1-6 detail (excluding Part 1A)	2	1	xxx	3/1	NAIC	
	1.5	Printed Schedule DA – Part 1 detail	2	1	xxx	3/1	NAIC	
	1.6	Printed Schedule DB detail	2	1	xxx	3/1	NAIC	
	1.7	Printed Schedule E – Parts 1, 1A, 1B, 1C, 1D, 1E & 1F detail	2	1	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	2	0	1	5/15, 8/15, 11/15	NAIC	File only if requested (see list of required Co's at <a href="http://www.state.nh.us/insurance">www.state.nh.us/insurance</a> , under companies
		<b>II. NAIC SUPPLEMENTS</b>						
	11	Investment Risk Interrogatories	2	1	xxx	4/1	NAIC	
	12	Management Discussion & Analysis	2	1	1	4/1	Company	
	13	Schedule SIS	2	N/A	N/A	3/1	NAIC	
	14	Statement of Actuarial Opinion	2	1	1	3/1	Company	
	15	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	2	1	xxx	4/1	NAIC	
	17	SVO Compliance Certification	2	1	1	3/1, 5/15, 8/15, 11/15	NAIC	File Qly SVO only if requested (see list of required Co's at <a href="http://www.state.nh.us/insurance">www.state.nh.us/insurance</a> , under companies
		<b>III. ELECTRONIC FILING REQUIREMENTS</b>						
	30	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	31	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	34	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	35	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	33	June .PDF Filing	xxx	1	xxx	6/1	NAIC	
		<b>IV. AUDITED FINANCIAL STATEMENTS</b>						
	51	Accountants Letter of Qualifications	2	N/A	N/A	6/1	Company	
	52	Audited Financial Statements	2	1	1	6/1	Company	
	53	Audited Financial Statements Exemption Affidavit	2	N/A	N/A	6/1	Company	
	54	Independent CPA	2	N/A	N/A	6/1	Company	
	55	Notification of Adverse Financial Condition	2	N/A	N/A	6/1	Company	
	56	Report of Significant Deficiencies in Internal Controls	2	N/A	N/A	6/1	Company	
	57	Request for Exemption to File	2	N/A	N/A	5/21	Company	
		<b>V. STATE REQUIRED FILINGS</b>						
	101	Filings Checklist (with Column 1 completed)	1	1	1		State	
	102	Premium Tax	1	N/A	1		State	Available at <a href="http://www.state.nh.us/insurance">www.state.nh.us/insurance</a> , under company services
	103	State Filing Fees		0			State	
	104							
	105							
	106							
	107							
	108							
	109							

\*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and the NAIC and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state.

\*\*If Form Source is NAIC, the form should be obtained from the appropriate vendor.

		<b>NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)</b>	
	A	Required Filings Contact Person:	<i>Domestic</i> – Patricia Gosselin <a href="mailto:Pat.Gosselin@ins.nh.gov">Pat.Gosselin@ins.nh.gov</a> <i>Foreign</i> – Mary Verville <a href="mailto:Mary.Verville@ins.nh.gov">Mary.Verville@ins.nh.gov</a> <i>Taxes</i> – Janet Colby <a href="mailto:Janet.Colby@ins.nh.gov">Janet.Colby@ins.nh.gov</a>
	B	Mailing Address:	56 Old Suncook Rd., Concord NH 03301
	C	Mailing Address for Filing Fees:	56 Old Suncook Rd., Concord NH 03301 Attn: Janet Colby
	D	Mailing Address for Premium Tax Payments:	56 Old Suncook Rd., Concord NH 03301 Attn: Janet Colby
	E	Delivery Instructions:	Premium Taxes must be mailed separately from Annual Statement filings. Postmark is accepted
	F	Late Filings:	Taxes – contact Janet Colby Annual Statement – company will be fined \$25 per day for a late filing. Company's license may be suspended.
	G	Original Signatures:	Original signatures required on all filings from domestic companies. Tax forms must have original signatures
	H	Signature/Notarization/Certification:	Annual Statements and Premium Tax form must be notarized
	I	Amended Filings:	
	J	Exceptions from normal filings:	Foreign companies must supply a written copy of any exemption or extension received by its state of domicile at least 10 days prior to the filing due date.
	K	Bar Codes (State or NAIC)	N/A
	L	NONE Filings:	
	M	Filings new, discontinued or modified materially since last year:	

**General Instructions  
For Companies to Use Checklist**

**Please Note:** This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will send mailing labels and other information to all companies but will not be sending their own checklist this year.

**Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC.**

**Column (1) (Checklist)**

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

**Column (2) (Line #)**

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

**Column (3) (Required Filings)**

Name of item or form to be filed.

The ***March Electronic Filing*** includes all annual statement data, detail for investment schedules, Officers and Directors Information and all supplements due March 1.

The ***March .PDF Filing*** is the .pdf file for the annual statement data, detail for investment schedules and all supplements due March 1.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental .PDF Filing*** is the .pdf file for all supplements due April 1.

The ***June .PDF Filing*** is the .pdf file for the Audited Financial Statements.

**Column (4) (Number of Copies)**

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX4) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits.

**Column (5) (Due Date)**

Indicates the date on which the company must file the form.

**Column (6) (Form Source)**

This column contains one of three words: "NAIC," "State," or "Company," If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions (generally, on its web site). If this column contains "Company," the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

**Column (7) (Applicable Notes)**

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.